



STATE OF NEW JERSEY  
FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of S.B., County  
Correction Officer (S9999R), Essex  
County

Medical Review Panel Appeal

CSC Docket No. 2017-1980

ISSUED: September 11, 2018 (BS)

S.B. appeals her rejection as a County Correction Officer candidate by Essex County and its request to remove her name from the eligible list for County Correction Officer (S9999R) on the basis of psychological unfitness to perform effectively the duties of the position.

This appeal was brought before the Medical Review Panel on January 26, 2018, which rendered the attached report and recommendation on January 27, 2018. No exceptions were filed by the parties.<sup>1</sup>

The report by the Medical Review Panel discusses all submitted evaluations. The Panel concluded that the test results and procedures and the behavioral record, when viewed in light of the Job Specification for County Correction Officer, indicate that the candidate is psychologically unfit to perform effectively the duties of the position sought, and therefore, the action of the hiring authority should be upheld. Accordingly, the Panel recommended that the appellant be removed from the eligible list.

<sup>1</sup> S.B. submitted a letter, dated February 26, 2018 and received by the Civil Service Commission on March 2, 2018, in which she stated that she disagreed with the Panel’s report and recommendation and was challenging the decision to remove her from list. In this letter, S.B. indicated that she was “currently in the process of obtaining/accessing other proof” in support of her appeal. To date, no further correspondence has been received from this appellant and the record is now closed.

## CONCLUSION

The Job Specification for the title of County Correction Officer is the official job description for such positions within the civil service system. According to the specification, officers are responsible for the presence and conduct of inmates as well as their safety, security and welfare. An officer must be able to cope with crisis situations and to react properly, to follow orders explicitly, to write concise and accurate reports, and to empathize with persons of different backgrounds. Examples of work include: observing inmates in a variety of situations to detect violations of institutional regulations; escorting or transporting individual and groups of inmates within and outside of the institution; describing incidents of misbehavior in a concise, factual manner; following established policies, regulations and procedures; keeping continual track of the number of inmates in his or her charge; and performing regular checks of security hazards such as broken pipes or windows, locks that were tampered with, unlocked doors, etc.

The Civil Service Commission has reviewed the job specification for this title and the duties and abilities encompassed therein and found that the psychological traits which were identified and supported by test procedures and the behavioral record relate adversely to the appellant's ability to effectively perform the duties of the title. Having considered the record and the Medical Review Panel's report and recommendation issued thereon and having made an independent evaluation of same, the Civil Service Commission accepted and adopted the findings and conclusions as contained in the attached Medical Review Panel's report and recommendation.

## ORDER

The Civil Service Commission finds that the appointing authority has met its burden of proof that S.B. is psychologically unfit to perform effectively the duties of a County Correction Officer and, therefore, the Commission orders that her name be removed from the subject eligible list.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 5TH DAY OF SEPTEMBER, 2018

*Deirdre L. Webster Cobb*

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Deirdré L. Webster Cobb  
Chairperson, Civil Service Commission

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Attachment

c: S.B.  
Robert Jackson  
Kelly Glenn